

# Alarm Permit Application

**Please Mail Application to:** Mountain  
View Police Department Attention: Alarm  
Officer  
1000 Villa Street  
Mountain View, CA 94041

**Permit**\_\_\_\_\_  
**Date Issued**\_\_\_\_\_  
**Amount Paid**\_\_\_\_\_  
**New**\_\_\_\_ **Renewal**\_\_\_\_ **Change**\_\_\_\_  
**Permit Expiration Date**\_\_\_\_\_

1. Alarm Subscriber's/Business Name
2. **Business/Residence Owner**\_\_\_\_\_
3. Business/Residence Owner Contact Telephone Numbers
4. Address of Alarmed Location
5. Phone Number at Alarmed Location
6. Mailing Address

Attention
7. City, State, Zip Code
8. E-mail Address (for billing notification)
9. Alarm Company Provider

You **must list at least three persons** who will respond **within 45 minutes** in the event of an alarm. These persons must also have a key to the premises and be able to reset a malfunctioning alarm and secure the premises.

	Name	Day Phone	Night Phone
1.			
2.			
3.			

Date

Applicant Signature

**Upon assignment of a permit number, a sticker with your permit number will be issued to you and must be posted and visible at the main entrance.**

KEEP THE YELLOW COPY FOR YOUR RECORDS  
(PLEASE READ REVERSE SIDE OF YELLOW COPY)  
PLEASE ENCLOSE THE PERMIT FEE WITH THE APPLICATION

- ☐ Commercial (\$60.00)
- ☐ Residential (\$15.00)

Original-PD

Yellow-Applicant

## CITY OF MOUNTAIN VIEW ALARM PROGRAM

The City of Mountain View City Ordinance (MVCO 40.5) requires any business or residence in the City that owns and/or operates a burglar alarm system to have an alarm permit. The permit process is one that is simple and easy.

An application for the permit can be obtained at the City of Mountain View Police Department or by visiting our web site at [www.mvdpd.gov](http://www.mvdpd.gov). Once you have received the application, it is important that it is filled out completely. Please pay special attention to the contact persons list. In the event of an alarm activation, the Department uses this list to contact a responsible person. It is important all of the information on the application is accurate and current.

Once the application is complete, please return it to the Police Department in person or by mail. If you choose to mail in your application, please include your payment by check only. If you choose to pay in person, you may pay by cash, check or credit card.

IF MAILING, PLEASE MAIL ALL PERMIT APPLICATIONS WITH PAYMENT TO: MOUNTAIN VIEW POLICE DEPARTMENT, ATTENTION ALARM OFFICER, 1000 VILLA STREET, MOUNTAIN VIEW, CALIFORNIA, 94041.

Once we have received your permit, please allow 15 days for us to process the application. When the process is complete, we will mail you a permit sticker, which you are to place in a location where it is visible to an Officer when approaching your property. A front window at a residence or front door at a business is appreciated.

Alarm permits are renewed on a yearly basis, one year from the date you originally obtained the permit. The expiration date of your permit will be written on your permit sticker. Each time a permit is renewed, we ask that a new application be submitted in order to assure all contact information is current. A new fee is also required each time the permit is renewed.

The fee for residential permits is \$15 and \$60 for commercial. Permits cannot be transferred to new owners or occupants of property.

Due to the rising costs of false alarms, the City of Mountain View does **charge a fee for false alarms**. The fee schedule is as follows:

The first false alarm is free. The second false alarm is \$75 with the option of a waiver if one elects to participate in the MVPD Alarm Inspection Service. In this service, we will come to your location and offer advice on how to prevent future false alarms. The third false alarm is \$100, the fourth \$200 and any additional false alarms are \$300 per occurrence. These alarms are kept on a rolling-year calendar. As an alarm reaches its year anniversary, it no longer counts toward the fee scale.

If you have further questions, please feel free to contact Alarm Officer at (650) 903-6186 or via e-mail at [police@ci.mtnview.ca.us](mailto:police@ci.mtnview.ca.us).